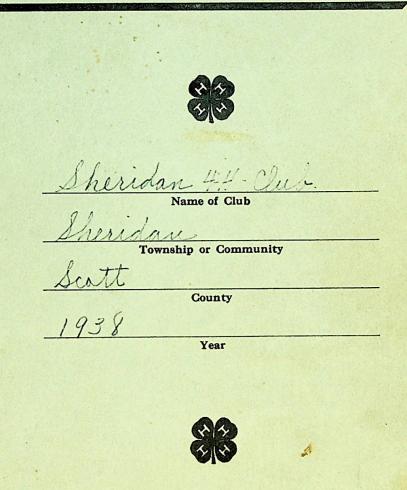
Iowa

4-H CLUB SECRETARY'S BOOK



Cooperative Extension Work
In Agriculture and Home Economics
State of Iowa, the Extension Service
Iowa State College of Agriculture and the
United States Department of Agriculture Cooperating

INSTRUCTIONS TO CLUB SECRETARY

The Secretary's Book is the official record of all business transacted by your club. It should be kept accurately. In order to do this the minutes should be written immediately following each meeting. Write with ink, as you are keeping a permanent record.

What to include in the minutes of each meeting:

Name of club Place of meeting Day, month and year Who presided Attendance:

Members Leaders

Parents

Farents

Other visitors

Approval of minutes of previous meeting
Report of officers and committees
Motions, with name of person making motions
(Do not record name of person seconding motion)
Action taken (Do not record discussion)
Outline of program
Secretary's signature

ORDER OF BUSINESS

(To be observed in all regular meetings)

Call to order

Roll call

Reading of minutes of previous meeting and approval

Reports of committees

Reports of delegates (after all county and state meetings)

Unfinished business

New business

Committees appointed (when necessary)

Educational talk or demonstration

Health number

Conservation

Music appreciation, etc.

Adjournment

Social and recreational program to follow.

SECRETARY'S BOOK



	Sheridan Boys 4H Club
	Sheridan Township or Community
	Scott County
Q. 1 10 · 1	OFFICERS
Dert Manuelson	OFFICERS President
Minour Many	Vice-President
Carl Ray	Secretary
James Mohr	Treasurer
	Local Leader
Erwin Mohr	Assistant Leader
Val Suil	Leeht News Reporter
Hed Mann	Historian
	COMMITTEES APPOINTED
60.	
Program: Ulvin Mar	-hv, Earl Kay, walter Hamann.
Social:	
Rally Day:	
	2
County Fair: Julis en	Chilist - permon Kuhl James Mohe,
	Howard Engelbrecht
	7,7
Other:	

MEMBERSHIP LIST

PROJECT	YEARS IN CLUB WORK	AGE	NAME	ADDRESS
market litter		15	aaron arp	Davenport R. 3
Potatoe			Bert Danielsen	Davenport R.3
Corn		15	Kenry blengler	Davemport R3
Marry	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Waller Hamann	Eldridge R. 1
Corn Breeding		16	albert Ray	Eldridge R. 1
Poultry	-	18	Carl Kay	Eldridge R. 1
The book to the			Lester Ray	Eldridge R. I.
40arry		17	Vernon Kuhl	Davenport R 3
Potative.		14	Jack Lensch	Eldridge R1
market litter	63	15	Roy Repay	Davenport R3
		13	Ralph arp	Davenport R3
Mairy		16	alvin Mohr	Eldridge RI
Forestry		19	Erroin Mohr	Eldridge R.I
Forestry Com	From	17	James Winfor	Eldridge R1
Fredry.	1000	15	nes mohi	Eldridge R1
market litter	With.		7 10 1	Eldridge RI
Poultry - Corn	Strate	17	Evereth Poeters	
Corn Variety		17	George Randolen	Davenport R3.
		13	/	Eldridge RI
Darry		14	Marvin Kuhil	Davenport R3
Corn-Breeding - Warie	t.,	17	Howard Engelbrecht	Davenport R3
Patatoe	- Seg	14	Wilbur Engelbreihr	Devenport R3
10-:	e	130	Engline Rochau	Daverport R3
Dairy.		1)	Calvin Haman	Eldridge R1
	\$ Page	11	Walter Deugler	Dasenport R3

ROLL CALL
Write in date of meeting. Mark X after name of member present and R for those reporting record book up-to-date.

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James 1838	February 24, 1938	minch. 24, 1938	april 28,1938	may 26, 1938	gune 23, 1938	July 28, 1938		September 22 1938	actorier	7400 miles		gour 26	4						
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		X	X			X		X		X	X								
								X.		X	X								

SCHEDULE OF MEETINGS

Year 1938

A Brief Skeleton of Year's Program

Date of meeting: January 27,1938	Date of meeting: May 26, 1938
Place of meeting: Termon Kuhl:	Place of meeting: Beorge Rendolph
Main topic (related to project):	Roll coll: Paintain Judging Truin. Main topic (related to project):
	Bellet Demonstration Teams Demonstration Tryouts
	Music Solo-Jack Lensch
Date of meeting: February 24, 1938	Date of meeting: June 23, 1938
Place of meeting: Yack Lensch	Place of meeting: Club Jour.
Roll Call. Project for 1938 Main topic (related to project): Weed Seed Indente Bashe that - albert Kay	Main topic (related to project):
Louise several Carrier Dis	
Gesting Seed Corn - Fred Peeters.	
Date of meeting: March 24, 1938	Date of meeting: July 28, 1938
Place of meeting: Erwin James & Ned Marks	
Main topic (related to project): Hand hing and Breaking Colts - alvin newler.	Place of meeting: Howard Engelbrecht Roll Call: Joke Main topic (related to project):
Free Planting Plans - Wilbur Engelbeck Falls on Town State College - Lester Ray	Grain Judging.
a rug	Weed Laws - Walter Harman
Date of meeting: April 28, 1938	Date of meeting:
Place of meeting: Fred & Everett Pecters Rall Call - Points in title to the	Place of meeting: Fair
Main topic (related to project)	Main topic (related to project):
music: alum neway Howard Engelly	44

SCHEDULE OF MEETINGS

Year 1938

A Brief Skeleton of Year's Program

Date of meeting: September 22,1938	Date of meeting:
Place of meeting: Ralph arp	Place of meeting:
Rall Call - Harmful weeds. Main topic (related to project): Com Enerett Pecters	Main topic (related to project):
Handling + Triming Calves Feet - by Marvin Kuhl.	
7.	
Date of meeting: October 27,1938	Date of meeting:
Place of meeting: Waron arp. Roll Call - Favorite Song.	Place of meeting:
Main topic (related to project): Redignes & haufers by Ternon Ruhl	Main topic (related to project):
The What & Hoss of Highred Corn ly	
Jack - aaron: Franceltenecks	
Date of meeting: November 27 1938	Date of meeting:
Place of meeting: Bert Municipan Roll Call name of Frees	Place of meeting:
Main topic (related to project): Luck Farming - Bert Mandelsen	Main topic (related to project):
Fire Provention - ned moly Julk - Erwin mohr	
20	
Date of meeting: December 22,1938	Date of meeting:
Place of meeting: Lenny Dengles/ Roll Call - home of Hybred Seed Co.	Place of meeting:
Main topic (related to project):	Main topic (related to project):
Brids-Ralph args. Harry Henry Llengler.	

CALLED MEETINGS

Date:	
	Attendance:
	contribute mind A
Accomplishments:	
	The state of the s
The second of A Manager Co. 215 Control	i paragraphic to spil
	the state of the s
Date:	
Purpose:	Attendance:
Accomplishments:	
canting to emily	and the second s
The same of the sa	e contract of the state of the
Date:	
Purpose:	Attendance:
Accomplishments:	
e service in the confi	
· Market and a state of the sta	
Date	
Date:	
Purpose:	Attendance:
Accomplishments:	
	the transfer of the state of th

RECORD OF COMMITTEE MEETINGS

(Should be reported by committee chairman to club secretary)

Date:		Business
Attendance:		
	ork accomplished:	
Date:		Business
Attendance:		
		: (bled one), but would, and which
Brief statement of w	ork accomplished:	
Date:		Business
Attendance:		Telegranic fraction with a company of the control o
Brief statement of v	work accomplished:	

CLUB REPRESENTATION AT COUNTY MEETINGS

Training Schools:	
Organization:	
First:	200000000000000000000000000000000000000
Second:	
Subject Matter:	
First:	
Second:	
Third:	
Others:	
County Events:	
Rally Day (place and date held):	
Club Tour or Judging Demonstrations and Tryouts	artenichemens drow la hagesten like
Club Tour or Judging Demonstrations and Tryouts	
Music Memory Contest; number taking part:	
Music Memory Contest; number taking part:	
Music Memory Contest; number taking part:	
Music Memory Contest; number taking part:	
Music Memory Contest; number taking part:	
Music Memory Contest; number taking part: Names of members with perfect scores:	
	First: Second: Subject Matter: First: Second: Third: Others:

CLUB REPRESENTATION AT COUNTY MEETINGS

(CONTINUED)

III.	Camp:	(Give name and location of camp, number of days, etc.)	cmanT motor tenomed Constant M
IV.	Achieve	ement Day: (may be at fair)	sensolante
		Demonstration Team:	- tapane
		Judging Team:	
		Exhibits:	
		Health Representative:	
			was the street water with
		Other activities:	
V.	Nomine	ees for County Offices:	ich, cascopiani erret ich, cascopiani protes, victoria
		Office:	

CLUB REPRESENTATION AT COUNTY MEETINGS

(CONTINUED)

VI. Coun Der	ty Fair: nonstration Team: Members:
Pla	zing;
Jud	ging Teams: Members:
	Placing:
Exh	ibits:
	anos Pranisbal
Othe	r Contests:
Descri	
rrog	ram Features:
VII. County	7 Banquets:
	County Meetings:
	and the Comment of th
Farm	Bureau and Other Public Programs Given: (Give date, place, name of organization sponsoring meeting, description of club's contribution, number attending).
harara	
Ed. (13)	

REPRESENTATION AT STATE MEETINGS

I. 4-H Convention	n or Short Course:
Delegates:	
-	
Events En	tered and Special Honors Won:
II. State Fair:	And the second s
	Commence The production of the Control of the Contr
Demonstra	tion Team:
	•
Judging T	eam:
and the second	
Health:	
Other Eve	nts:
III. At Other Sta	te or National Meetings:
4.4	
State Offi	Ce:
Nominees	

WIIIVOTES OF WEEDING
Regular (or special) meeting of The Sheridan Boys 4 14 4H Club
held at Termon Ruhl on January 27, 1938
Meeting called to order by He Vice President at light o'clock
Were minutes of previous meeting read: Yes Approved: Nes
The Sheridan Borp 4-H- club held the first
meeting of the year at the home of Vernon Ruhlon
the 27th day of January of 1938. Because of the absence
of the President the Vice President presided. The Roll
Call was answered by 13 members and the local
and county leaders were present.
The minutes of the previous meeting were
read by the Secretary and approved. The
Treasures Report was given by games mohr and
approved a brief report was given by the chairman
of the money making Committee.
Proise I have made the motion that the vice.
President should appoint a committee of three
to make the program for the year. The Vice-
appointed, aluga Martin D.
Walter Hansam. The County Club leader talked
on making the propose of the
on making the program for the year.
Erwin Molir as assistant Leader of the Club. The
anotion was carried and Erwin mohr is clur
anstant Leader Garon arpmade a motion we
wer enjoyed by all and Refreshments
wer enjoyed by all. Signed: Earl Trass

Regular (or special) meeting of He Sheredan Boys 4tt. 4H Club
held at the home of Jack Leuch on February 24 , 1938
Meeting called to order by The President at eight o'clock
Were minutes of previous meeting read: Approved: Approved:
The roll was answered by the name of
their 1938 project by fourteen members and the
local leader was present. The treasures report was
given by Ervin mohr and approved. The historian
report was read and approved, a talk on busketball was given by albert
Kuy. Seorge Rundolph our ames telagate
gave a talk on the ames Shortcourse. Weed seeds
and small grains were industified and
studied:
albert Paus moved we adjourn The meeting
Motion Carried . Cefreshments wered enjoyed
by all
Signed: Earl Kay Secretary
Secietary
Local Leader

Regular (or special) meeting of The Sheridan Boys 4 H 14 Club
held at the home of James Mohron March 24, 1938
neld at the property of the state of the sta
Meeting called to order by The President at eight o'clock
Were minutes of previous meeting read: 765 Approved: 765
Roll call was answered by fourteen member
and the country and local leaders were present.
The treasures report was read and approved.
The historian report was read and approved.
James mohr was appointed as Chairman of
the money making committee alon mohr
gave a talk on caring for wets wilbur
Englebreacht talked on Tree Planting Clearance
Wilson gave a talk on different facts in
writing news. Charles Lewis followed with a
speech on breaking with a wit.
speech on breaking wets and writing news
for the newspaper years ago. Lenard Boden-
stiner discussed the Summer Camps for 4H Doys
motion Carried Il the adjourn the meeting.
motion carried. The meeting was adjourned
agestiments were enjoyed by all
Signed: Earl Ray.
Secretary
Local Leader

Regular (or special) meeting of the Sheridan Boys 4-H Club
held at the home of Fredy Eneret/Reeteron april 28 , 1938
Meeting called to order by the President at eight o'clock
Were minutes of previous meeting read: Approved: Approved:
Roll Call was answered by twenty
members, and the country leader was present.
The treasures report was read and approved
The historians report was real and approved
games mohr quela report of the money making
Committee, motion was made that we elected
boseball Capturin Motion Carried, nominations for
boseball cuptain were in order and the following
were nominated; James Nohr, Berk Duinelson, alvin
nohr and Walter Hanen. Motion was made Und
monimations cease motion Carried the election
followed: James nohr getting four notes, Bert Danielsen
daine, aluin mohr morre, and watter Humann seven.
Thus Bert Danielsen was elected Baseball Captain.
James Mahr moved we appoint a committee
te make plans for a Chile tour and the committee
should report at our next meeting motion carried
James mohr morred we appoint someone to take
charge of the engraving on our 4h basketball trophy
motion Carried. Leneral Bodenshines discussed the
projects for 1938. albert Kong moved we adjourn the
meeting motion curried after the meeting (over) Signed: Secretary
Signed: Secretary
Local-Leader

lub
ock
8
8

Regular (or special) meeting of The Sheridan Boys 4# 4-H Club. held at The home of Sevrage Ranfolphon May 19 , 1938 Meeting called to order by The President at 8 o'clock Were minutes of previous meeting read; yes Approved: Yes Roll call was assured by Twelve members by points in grain judging. There were not treasures as historian report because the treasures and historian were absent. Caron Carp moved we adjourn the meeting was adjourned and refreshments were enjoyed by all.
Meeting called to order by The President at 8 o'clock Were minutes of previous meeting read; Yes Approved: Yes Roll call was answered by Twelve members by points in grain judging. There were no treasures or historian report because the treasurer and historian were absent. aron any moned we adjourn The meeting motion Carried meeting was adjourned
hy points in gring judging. There were no treasures or historians report because the treasures and historian were absent. Waron any moved we adjourn The meeting was adjourned
hy points in gring judging. There were no treasures or historians report because the treasures and historian were absent. Waron any moved we adjourn The meeting was adjourned
hy points in grain judging. There were no treasures or historians report because the treasurer and historian were absent. haron any moved we adjourn The meeting was adjourned
the treasures and historian were absent. Caron any moved we adjourn The meeting, motion Carried meeting was adjourned
the treasurer and historian were absent. Garon any moved we adjourn The meeting motion Carried meeting was adjourned
neeting motion Carried meeting was adjourned
meeting motion Carried meeting was adjourned
and refreshments were enjoyed by all.
4 1 P
Signed: Earl Ray Secretary
Local Leader

Regular (or special) meeting of The Sheridan Roys 4H Club
held at The home of Howard Englisheellon July 28, 1938
Meeting called to order by The President at 8:30 o'clock
Were minutes of previous meeting read: Approved: 120
The Roll Call was answered answered by
fairteen members with a joke. The treasure,
report was read and approved. The historians
report was revel and approved. Lewel
Bodenstiner talked whout the fair walter
Humanin motion that a committee of three
be appointed to fix up the Township whilis
We the friend but the the war all we to the
at the fair watter Harram gave a talk on
Tweed Laws: Ned mohr moved we adjourne the
meeting notion carried after the meeting we
had grain judging and weed andertification Refreshments were enjoyed by all
The state of the s
Signed: Earl Comp
Local Leader

Regular (or special) meeting of The Sheridan Boys	4-H Club
held at the Rome Jarron arp on September 22	
Meeting called to order by the President at 8.30	
Were minutes of previous meeting read; Yes Approved: Yes	
The roll call was assumed by	
mue members. The treasures report wa	
read and approved. There was no history	
report The Country and Your leaders were	2
present and aided in the discussion a	bout
our local achievement show.	
James mohr moned me toljourn the	
meeting. Motion Carried.	
	7.7
Signed: Earl Kang	
Secretar	у
Local	eader

A Cheridan Boys 4H (1)
Regular (or special) meeting of the Sheridan Boys 4H Club
Regular (or special) meeting of the blasonelson on Cletoher 27, 1938 held at the home of Burt Plasonelson on Cletoher 27,
Meeting called to order by the president at 8:30 o'clock
Approved: Approved:
The well call was answered by en
I has The treasures report was read and
and The historium report was repar and
approved. alim Mohr presented a hill of one
dollar for a soft ball and one for forty cents
autan gor a soft of the OD Warren Kirks Taxener tol
for sewing the basketball. Version Ruhl presented
a hill of two-dollars and seventy cents for the
engraving on Sheridan's Basketball trophy and
gran trophy, Verson Kuhl gave a very
interesting talk on Pedigrees and Transfers
Willand Englebreiht moved we adjourn
the meeting motion carried
Signed: Earl Russ
Secretary
Local Leader

Dela Company of the Share San AH Clark
Regular (or special) meeting of the Sheridan Boy 4-H Club
held at the home of Walter & Henry ble orgler on November 17, 1938
Meeting called to order by the President at 8:30 o'clock
Were minutes of previous meeting read: 125 Approved: 125
The roll (all was auswerld by 18 members
by giving the name of a Hi-bred Seed Com Co
The treasures report was read and approved
The historians report was read and
approved The motion was made that the
President should appoint a committee of three
to talk to our local leader to see if he would
continue being our leader. There was a
dissussion on basketball for 1938-39
There was an election of officers. Hominations
for president were James Mohr, George Rundolph,
and Everett Peeters. James received twelve votes,
George three, and Everett three. Thus James
mohr is the President for 1939.
nominations for vice president were Everett
Peeters and Wilburk Englebrecht. Everett received
seven notes and wilburk received ten notes
making wellard Englishell Theo President for 1959.
nominations for Secretary werd Lewige.
Rundolph, Vernor Rufil Walter Humann
Fred Pieters and Roy Reppy. Vales received
were as follows: George 2, Version 4, Walter 4
were as follows: Sewage 2, Version 4, Walter 4. Fred 3, and Roy 5. This signed: making Roy Keppy Secretary
our new Secretary
Local-Leader

November Minutes Continued MINUTES OF MEETING

ober Minutes Continued Will (022)
Regular (or special) meeting of
held aton
Meeting called to order by
Were minutes of previous meeting read: Approved:
normations for treasurer werd alumn
Mohr Fred Peeters, and reorge Randolph.
alin received seven notes, Fred four, and
George six. Thus alim mohr was elected
Treasurer for the coming year.
Nominations for Historian werd Vernon
Rull, Tred Peeters, and Seorge Rundolph.
Three votes were received by Version, seven
by tred and eight by George, making
George Randolph our Historian Jar 1939
nominations for Club reporter were Ned
Mohr, walter Haman, Garon arp, Fred Peeters
and Marin Ruhl. Votes were received as
follows! Ned one, Walter seven, auron novie,
Fred eight and Marsin two. Thus Fred
Peeters was elected Club Reporter for 1939.
novinations for Busketball Captain were
Bert Danielsen and Walter Hamann Bark
received eleven notes and walter received
seven, thus Burt Danelsen was elected our
Busketball Captain.
(hext page)
Signed: Secretary
Secretary
Local Leader

MINUTES OF MEETING continued

Regular (or special) meeting of	4-H Club
held aton	
Meeting called to order byatatatatat	
Were minutes of previous meeting read: Approved:	· · · · · · · · · · · · · · · · · · ·
Vernon Ruhl made announcement	
about the Scott County achievement She	
Calin Haman moved we adjourn to	
meeting notion Carried after the	
melling Ralph Mc allister gave a	1021
interesting talk on Cow Testing.	
ϵ	
Signed: Earl Kung	tary
Local	Leader

Regular (or special) meeting of	4-H Club
held aton	, 19
Meeting called to order by	ato'clock
Were minutes of previous meeting read:	Approved:
a:	- 3
Sign	ed: Secretary
Control leaves to the second second	
	T and T ander

Regular (or special) meeting of	4-H Club
	ato'clock
	Approved:
	Signed:
	Secretary
	Local Leader

Regular (or special) meeting of	4-H Club
held aton	, 19
Meeting called to order by	ato'clock
Signed	Secretary
	Local Leader

Regular (or special) meeting of	4-H Club
held ato	
Meeting called to order by	
Were minutes of previous meeting read;	
	•
design of the second of the se	Secretary
	Local Leader

Regular (or special) meeting of	
on	, 19
held atat	o'clock
Meeting called to order byApproved:Approved:	
Were minutes of previous meeting read:	
Were minutes of P	
Signed:	
	Secretary
	Local Leader

YEAR'S SUMMARY

1.	Name of club: Date organized:
2.	Number of years club has been organized:
3.	Number of members at beginning:
	Number of honorary members: (Over 21 years of age)
4.	Number of active members making a yearly report:
5	Number of meetings held (regular or called):
6.	Number of adults visiting club meetings:
7.	Number of delegates to state convention or short course:
8.	Number of members attending other state events:
9.	Number of members attending Rally Day:
	Achievement Day: County or District Camp:
	State Fair: Other:
10.	Meetings attended by leader, training schools (organization and subject matter):
	Rally Day: Camps: Camps:
	Others:
11.	Number of county programs to which your club has contributed (either the club as a whole or by
	individual members): County: Other.

Paste the Annual Report Blank for your Club in This Space.
(Report Blank found in Leader's Book)

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Tables .

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